

STATE CONTROLLER'S OFFICE  
PERSONNEL/PAYROLL SERVICES DIVISION  
P. O. BOX 942850  
Sacramento, CA 94250-5878

DATE: November 24, 2004

LEAVE ACCOUNTING LETTER #04-026  
(CSU Only)

TO: All Campuses in the California Leave Accounting System (CLAS)

FROM: JOHN R. HARRIGAN, Chief  
Personnel/Payroll Services Division

RE: **HOLIDAY INFORMAL TIME OFF**

Providing that the Governor approves the 2004 Holiday Informal Time Off, the automated process to post transactions (HI05) to the CLAS for full and part-time employees will run on December 27, 2004. Notification of the approval is provided by the Chancellor's Office. Campuses have the option of whether or not to have their employees' CLAS records updated with this informal time off.

The following campuses are scheduled for the automated process based on last year's requests:

- Bakersfield
- California Maritime Academy
- Channel Islands
- Los Angeles
- San Marcos

If your campus would like to be added or deleted from this process, please contact the Leave Accounting Liaison Unit at (916) 327-0756 no later than December 13, 2004.

Intermittent employees will not be included in the automated update process since the amount of HOL ITO earned is based on the total number of hours worked in December. Once the campus determines the correct amount of HOL ITO due each intermittent employee, the transaction (HI05) may be posted using the B50-Leave Benefit Transaction Entry screen.

If you have any questions regarding this letter, please contact the Leave Accounting Liaison Unit at (916) 327-0756.

JRH:DK:CLAS